

Regular Meeting

March 27, 2006
12:30 p.m.

A regular meeting of the Municipal Civil Service Commission convened on Monday, March 27, 2006, at 12:40 p.m. with Priscilla Tyson, Grady Pettigrew, and Eileen Paley in attendance.

* * *

RE: Review and approval of the minutes from the February 27, 2006, regular meeting.

A motion to approve the minutes was made, seconded, and passed unanimously.

* * *

*RE: Review of the results of the pre-hearing conference for the following appeal:
a) Linda Hanes vs. Columbus Public Schools, Appeal No. 05-BA-0022. Bus Driver – discharge – hearing scheduled for June 12, 2006.*

PRESENT: Theresa Carter, Deputy Executive Director

Linda Hanes - Ms. Hanes was terminated as a result of a recent arrest. Thomas Drabick, attorney for appellant, advised the charges were dismissed by the court and he will provide a copy of that entry. Loren Braverman, attorney for Columbus Public Schools, advised they intend to withdraw the charges upon receipt of the dismissal entry from the court. The parties will advise Ms. Carter by April 14 as to whether or not the charges were dismissed.

* * *

RE: Rule Revisions.

No rule revisions were submitted this month.

* * *

RE: Request of appellant Judith Brewer to withdraw the appeal she filed with the Civil Service Commission on February 28, 2005 regarding her 10-day suspension from the position of Custodian II with the Columbus Public Schools – Appeal No. 05-BA-0004.

Commissioner Paley moved to accept Ms. Brewer's request to withdraw her appeal No. 05-BA-0004. Commissioner Pettigrew seconded the motion and it was approved.

* * *

RE: Review of the Findings and Recommendation of the Trial Board hearing held on February 13, 2006: Michael Riley vs. Columbus Public Schools, Appeal Nos. 05-BA-0002, 05-BA-0011, and 05-BA-0016.

The Commissioners adopted the recommendation of the trial board to uphold the five and ten day suspensions but to modify Mr. Riley's discharge for insubordination to a demotion from Head Custodian II to Custodian II.

A motion to approve the request was made, seconded, and passed unanimously.

* * *

RE: Columbus Public Schools classification actions.

No Columbus Public Schools classification actions were submitted this month.

* * *

RE: Request of the Civil Service Commission staff to approve the specification review for the classification Water Service Supervisor with no revisions (Class Code 3278).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented this request as part of the Civil Service Commission's effort to review all classifications every five years. Water Service Supervisor was last reviewed in July 2001. There are currently seven employees serving in this classification in the Division of Water.

As part of this review, Civil Service reviewed questionnaires completed by incumbents and department representatives were solicited to provide feedback about potential changes. Based on this feedback, it was determined that the specification adequately describes the duties as they currently exist. It was, therefore, recommended that the review of the specification for the classification Water Service Supervisor be approved with no revisions.

A motion to approve the request was made, seconded, and passed unanimously.

* * *

RE: Request of the Civil Service Commission staff to approve the specification review for the classification Water Service Manager with no revisions (Class Code 3280).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented this request as part of the Civil Service Commission's effort to review all classifications every five years. Water Service Manager was last reviewed in July 2001. There are currently two employees serving in this classification in the Division of Water.

As part of this review, Civil Service reviewed questionnaires completed by incumbents and department representatives were solicited to provide feedback about potential changes. Based on this feedback, it was determined that this specification adequately describes the duties as they currently exist. It was, therefore, recommended that the review of the specification for the classification Water Service Manager be approved with no revisions.

A motion to approve the request was made, seconded, and passed unanimously.

* * *

RE: Request of the Civil Service Commission staff to approve the specification review for the classification Utility Consumer Transactions Coordinator with no revisions (Class Code 0729).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented this request as part of the Civil Service Commission's effort to review all classifications every five years. The specification for this classification was last reviewed in October of 2001. Currently, there is one employee serving in this classification in the Division of Electricity.

As part of this review, Civil Service reviewed the questionnaire completed by the incumbent and department representatives were solicited to provide feedback about potential changes. Based on this feedback, it was determined that the specification adequately describes the duties as they currently exist. It was, therefore, recommended that the review of the specification for the classification Utility Consumer Transactions Coordinator be approved with no revisions.

A motion to approve the request was made, seconded, and passed unanimously.

* * *

RE: Request of the Civil Service Commission staff to approve the specification review for the classification Substation Maintenance Technician with no revisions (Class Code 3595).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented this request as part of the Civil Service Commission's effort to review all classifications every five years. Substation Maintenance Technician was last reviewed in September 2001. There are currently three employees serving in this classification in the Division of Electricity.

As part of this review, Civil Service reviewed the current specification while department representatives were solicited to provide feedback about potential changes. Based on this feedback, it was determined that this specification adequately describes the duties as they currently exist. It was, therefore, recommended that the review of the specification for the classification Substation Maintenance Technician be approved with no revisions.

A motion to approve the request was made, seconded, and passed unanimously.

* * *

RE: Request of the Civil Service Commission staff to approve the specification review for the classification Electricity Consumer Servicer with no revisions (Class Code 3305).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented this request as part of the Civil Service Commission's effort to review all classifications every five years. Electricity Consumer Servicer was last reviewed in August 2003 and is being reviewed at this time because other classifications in the series have not been reviewed in five years. There are currently five employees serving in this classification in the Division of Electricity.

As part of this review, Civil Service reviewed questionnaires completed by incumbents and department representatives were solicited to provide feedback about potential changes. Based on this feedback, it was determined that this specification adequately describes the duties as they currently exist. It was, therefore, recommended that the review of the specification for the classification Electricity Consumer Servicer be approved with no revisions.

A motion to approve the request was made, seconded, and passed unanimously.

* * *

RE: Request of the Civil Service Commission staff to approve the specification review for the classification Electric Meter Technician with no revisions (Class Code 3626).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented this request as part of the Civil Service Commission's effort to review all classifications every five years. Electric Meter Technician was last reviewed in July 2001. There are currently two employees serving in this classification in the Division of Electricity.

As part of this review, Civil Service reviewed questionnaires completed by incumbents and department representatives were solicited to provide feedback about

potential changes. Based on this feedback, it was determined that this specification adequately describes the duties as they currently exist. It was, therefore, recommended that the review of the specification for the classification Electric Meter Technician be approved with no revisions.

A motion to approve the request was made, seconded, and passed unanimously.

* * *

RE: Request of the Civil Service Commission staff to approve the specification review for the classification Electric Metering Supervisor I with no revisions (Class Code 3618).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented this request as part of the Civil Service Commission's effort to review all classifications every five years. Electric Metering Supervisor I was last reviewed in April 2002 and is being reviewed at this time because other classifications in the series have not been reviewed in five years. There are currently three employees serving in this classification in the Division of Electricity.

As part of this review, Civil Service reviewed questionnaires completed by incumbents and department representatives were solicited to provide feedback about potential changes. Based on this feedback, it was determined that this specification adequately describes the duties as they currently exist. It was, therefore, recommended that the review of the specification for the classification Electric Metering Supervisor I be approved with no revisions.

A motion to approve the request was made, seconded, and passed unanimously.

* * *

RE: Request of the Civil Service Commission staff to approve the specification review for the classification Water Metering Supervisor with no revisions (Class Code 4072).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented this request as part of the Civil Service Commission's effort to review all classifications every five years. Water Metering Supervisor was last reviewed in July 2001 at which time a moratorium was placed on the class. There is currently one employee serving in this classification in the Division of Water.

As part of this review, Civil Service reviewed the questionnaire completed by the incumbent and department representatives were solicited to provide feedback about potential changes. Based on this feedback, it was determined that this specification adequately describes the duties as they currently exist. It was, therefore, recommended that the review of the specification for the classification Water Metering Supervisor be approved with no revisions.

A motion to approve the request was made, seconded, and passed unanimously.

* * *

RE: Request of the Civil Service Commission staff to revise the specification for the classification Water Division Assistant Administrator, retitle it to read Power and Water Division Assistant Administrator, and amend Rule XI accordingly (Class Code 0147).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented this request in preparation for the merger between the Electricity and the Water Divisions. The new division will be called the Division of Power and Water. Therefore, the classification specification required some revisions to accurately reflect how this classification would be responsible for assisting in the management of both the electricity and the water functions. With the forming of the new Division of Power and Water, the definition of the proposed Power and Water Division Assistant Administrator needed to be revised slightly to reflect the new division name. There were no new duties added to the examples of work section. However, one of the duties required modification to also reflect language that is acceptable for the proposed revisions. There were no revisions recommended to the minimum qualifications section of the specification. The only recommended revision to the knowledge, skills, and abilities section was the modification of one knowledge to include language reflecting knowledge pertaining to electricity operations. No revisions to the probationary period or the examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

* * *

RE: Request of the Civil Service Commission staff to revise the specification for the classification Water Division Administrator, retitle it to read Power and Water Division Administrator, and amend Rule XI accordingly (Class Code 0146).

PRESENT: Richard Cherry, Personnel Analyst II

Richard Cherry presented this request in preparation for the merger between the Electricity and the Water Divisions. This new division will be called the Division of Power and Water. Therefore, the classification specification required some revisions to accurately reflect how this classification would be responsible for managing both the electricity and the water functions. This, as well as the new division name, supported the need to change the classification title to Power and Water Division Administrator.

With the forming of the new Division of Power and Water, the definition of the proposed Power and Water Division Administrator needed to be revised slightly to reflect the new division name. There were no new duties added to the examples of work section. However, some of the duties required modification to also reflect those same functions as they apply to electricity and water operations. There were no revisions to the minimum qualifications. The only recommended revision to the knowledge, skills, and abilities section was the modification of one knowledge to include language reflecting knowledge pertaining to electricity operations. There were no revisions to the probationary period or examination type.

A motion to approve the request was made, seconded, and passed unanimously.

* * *

RE: Request of the Civil Service Commission staff to revise the specification for the classification Programmer Analyst (Class Code 0580).

This item was deferred.

* * *

RE: Request of the Civil Service Commission staff to revise the specification for the classification Senior Programmer Analyst (Class Code 0581).

This item was deferred.

* * *

*RE: Personnel Action Request
Request of the Civil Service Commission staff to reallocate designated positions to one of several new classifications determined to be most appropriate as a*

result of the Clerical Consolidation Project and to allow the affected incumbents to retain their classification seniority and status.

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request. In the early part of 2003, Commission staff began work on the Clerical Consolidation Project. The goal of this project was to put in place a classification structure that would reduce the overall number of classes, eliminate the duplication and overlap that caused much of the current misclassifications, and establish a career path for current and future City employees. Once it was determined what the new classification structure would be and the class specifications were approved, audits of every position included in this project were completed to determine which of the new classes was most appropriate for the assigned duties. Based on these interviews, a preliminary recommendation was made regarding which classification is most appropriate for the work performed. Meetings were subsequently held with department representatives to review, discuss, and finalize the classification determinations for those employees included in this project. The Civil Service Commission approved these personnel actions in December 2004.

The pay and bargaining unit has been assigned to the Office Support Clerk, Office Assistant I, Office Assistant II, Fiscal Assistant I, Fiscal Assistant II, and Mail Clerk via AFSCME MOU (2005-08). Commission staff requested that designated positions shown below, representing either new positions or work reassignments, be reallocated to one of several new classifications determined to be most appropriate as a result of information received from the employee and department representatives. It was further requested that the affected employees retain their classification seniority and status when reallocated to the new classification.

Code	Class Title	Dept	Div	Pos	Name	Rank	New Class Determ	Notes:
0431	CLERK II	30	4	1764	WILLS, ANDREA	20051009	office assistant I	new appointee to audited position (R. Williams)
0557	CLERK SPEC	60	5	1221	CARTER, TONYA M	20050130	office assistant II	new appointee to audited position (T. Steege)
0774	ADMIN ASSISTANT	30	3	3097	HOPSON, TOMEKA M	20040411	office assistant III	new position/internal hire
0774	ADMIN ASSISTANT	50	1	2176	DAVIS, BRENDA W	20060115	office assistant III	new position/internal hire
0554	DATA ENTRY OP	50	1	1295	SWARTZ, KAREN J	20050424	office assistant I	new position/internal hire
0557	CLERK SPEC	60	9	807	HOLLIDAY, JODELLE	20050424	office assistant II	new position/internal hire
0431	CLERK II	27	1	630	HARRIS, ALLIECE	20050411	office assistant I	new position/new employee
0431	CLERK II	27	1	3	REEVES, TARA L	20051219	office assistant I	new position/new employee
0557	CLERK SPEC	30	2	90115	ROBUCK, PATRICIA L.	20050731	office assistant II	new position/new employee
0431	CLERK II	30	3	1234	CARTER, LESLEY	20051009	office assistant I	new position/new employee
0936	MAIL HANDLER I	30	4	2503	MOSSER, JANICE	20050327	mail clerk	new position/new employee
2007	DEV SERV ASST	44	3	17	TACKETT, TERA M.	20050613	office assistant II	new position/new employee
0554	DATA ENTRY OP	50	1	1142	JARRETT, TIFFANY D.	20050523	office assistant I	new position/new employee
0774	ADMIN ASSISTANT	50	1	116	JONES, BETTY	20051129	office assistant III	new position/new employee
0431	CLERK II	50	1	1241	NUGEN, MONTGOMERY	20050801	office assistant I	new position/new employee
0431	CLERK II	50	1	377	ROGERS-BROWN, MEVILYN	20050613	office assistant I	new position/new employee
0464	TYPIST CLERK	50	1	1723	TINDLE, DEBORAH L	20050411	office assistant II	new position/new employee
0431	CLERK II	51	1	7262	MCDONALD, FRANCES L	20051009	office assistant I	new position/new employee
0431	CLERK II	51	1	3717	ROSE, STACI L.	20060123	office assistant I	new position/new employee
0557	CLERK SPEC	59	2	32	THOMPSON, LORALYNN C	20050514	office assistant I	new position/new employee
0557	CLERK SPEC	59	9	30738	TAYLOR, BONNIE L	20051218	office assistant II	new position/new employee
0431	CLERK II	60	5	51	DEANGELO, GINNY L	20051212	office assistant I	new position/new employee
1230	ACCOUNT CLERK	60	7	1231	HERRON, PAMELA R	20050228	fiscal assistant II	new position/new employee
0815	M SER REIMB SPC	50	1	1732	HAYNES-SAUNDERS, DENISE	19910623	fiscal assistant I	reassigned duties (FAIL)
0464	TYPIST	30	3	1753	KIENLE, LINDA L	19920105	office	reassigned duties (OAI)

	CLERK						assistant II	
0464	TYPIST CLERK	30	3	1405	SCHOFIELD, LINDA LEE	20021009	office assistant II	reassigned duties (OAI)
0557	CLERK SPEC	30	2	97	TENNANT, LINDA DARLENE	19980315	office assistant I	reassigned duties (OAI)
0464	TYPIST CLERK	30	3	1424	CHEATOM, CAROLYN F	19960914	office assistant I	reassigned duties (OAI)
0464	TYPIST CLERK	30	3	1267	HEAGGANS, AMANDA	20000528	office assistant I	reassigned duties (OAI)
0431	CLERK II	59	9	80168	SPARKS, DEANNA D	20010111	office assistant III	reassigned duties (OAI)
1290	PAYROLL CLERK 1	22	2	117	LILLEY, PAMELA S	19880808	office assistant II	reassigned duties (PBC)
0554	DATA ENTRY OP	50	1	797	NELSON, RYAN M	19990406	office assistant II	RFR (OAI)
1230	ACCOUNT CLERK	60	7	1138	BERRY, BETH A	19981115	fiscal assistant II	RFR (FAI)

A motion to approve the request was made, seconded, and passed unanimously.

* * *

*RE: Personnel Action Request
Request of the Civil Service Commission staff to reallocate designated positions, currently classified as Customer Service Representative I (Class Code 0434), to the 311 Service Representative I classification (Class Code 0438) and to allow the affected employees to retain their current classification status and seniority.*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to reallocate designated positions in the Public Service Department to the specification for the classification 311 Service Representative I (Class Code 0438). The 311 Service class series was created by commission action in December 2004 to best capture the work to be performed within the citywide call center. It was recently determined that the 311 call center would be housed within the Department of Public Service and current employees of this department performed the 311 call center work during the pilot stage of the new center. Based on updated position descriptions, it was determined that the level and type of work performed by these positions are more in line with the 311 Service Representative I. It was further requested that the individuals retain their classification seniority and status when reallocated to the new classification. While the classification title may be changing, the work assigned and performed by these employees will remain the same.

There are currently four individuals identified and responsible for performing the duties and responsibilities assigned to the 311 Service Representative I classification. The designated individuals meet the minimum qualifications of the new class, have completed the probationary period and achieved permanent status in their current classification. Therefore, it was requested that the positions designated below be reallocated to the 311 Service Representative I classification and the affected employees retain their classification status and seniority.

<u>Dept</u>	<u>Div</u>	<u>Position</u>	<u>Name</u>	<u>Rank</u>	<u>Proposed Class</u>
59	01	20004	Kassatly, Idalice M.	20051227	311 Service Representative I
59	01	20005	Smith, Yvonne	20051227	311 Service Representative I
59	01	20002	Souvanhly, Chanhom P.	20060213	311 Service Representative I
59	01	20001	Halderman, Michele A	20051227	311 Service Representative I

A motion to approve the request was made, seconded, and passed unanimously.

* * *

RE: Residency Hearing Reviews.

No residency hearing reviews were submitted this month.

* * *

RE: Administrative/Jurisdictional Reviews.

Review of the appeal of Darryl Buckler regarding the rejection of his application for the Utility Line Locator examination – Appeal No. 06-CA-0004.

The Commissioners reviewed the appeal Mr. Buckler filed on February 9, 2006, in which he claimed his overtime work performing duties consistent with the Utility Line Location classification should be counted in order to qualify him for the Utility Line Locator examination.

The Commission reviewed its payroll records for the years 2003, 2004, 2005, and 2006, and found a total of just over 1,600 overtime and compensatory time hours. A review of the overtime records Mr. Buckler provided indicated a total of 186 hours of overtime detecting leaks, repairing valves, and/or repairing water lines. The remainder of Mr. Buckler's records indicated that much of the remaining overtime was earned repairing flat tires, landscaping, towing trucks, jump starting vehicles, attending CDL training and handing out notices; in many instances the only thing noted on the record was "laborer". One minimum qualification for the Utility Line Locator classification requires one year of experience in installing, maintaining, repairing, locating and/or inspecting utility lines. One year of experience means that an applicant can demonstrate that he or she has performed the duties listed for at least 2080 hours. Neither the Commission records nor Mr. Buckler's records support that requirement.

The Commissioners therefore denied Mr. Buckler's appeal and dismissed it without a hearing.

Review of the appeal of Robert Stephens regarding the rejection of his application for the Utility Line Locator examination – Appeal No. 06-CA-0005.

The Commissioners reviewed the appeal Mr. Stephens filed on February 16, 2006, in which he claimed his overtime work performing duties consistent with the Utility Line Locator classification should be counted in order to qualify him for the Utility Line Locator examination.

The Commission reviewed its payroll records for the years 2003, 2004, 2005, and 2006, and found a total of 204.30 overtime and compensatory time hours. One minimum qualification for the Utility Line Locator classification requires one year of experience in installing, maintaining, repairing, locating and/or inspecting utility lines. One year of experience means that an applicant can demonstrate that he or she performed the duties listed for at least 2080 hours. The Commission's records do not support that conclusion.

The Commissions therefore denied Mr. Stephens' appeal and dismissed it without a hearing.

Review of the appeal of Robert A. Brown regarding his one-day suspension from the position of Power Line Worker II – Appeal No. 06-CA-0011.

The Commissioners reviewed the appeal Mr. Brown filed on March 13, 2006 relative to a one-day suspension from his position of Power Line Worker II, with the Department of Public Utilities, Division of Electricity.

Section 11.8(A) of the collective bargaining contract between the American Federation of State, County, and Municipal Employees (AFSCME), Ohio Council 8, Local 1632, and the City of Columbus states,

The right of any employee to file an appeal pursuant to Section 149-1 of the City Charter is specifically waived. If an employee or the Union elects to challenge disciplinary action under the grievance procedure, the grievance must be filed at Step 2.

Based on the foregoing, the Commission has no jurisdiction to hear Mr. Brown's appeal and therefore dismissed it without a hearing.

Review of the appeal of Judith Calliccoat regarding her 3rd Step Grievance with the Columbus Public Schools – Appeal No. 06-BA-0005.

The Commissioners reviewed Ms. Calliccoat’s appeal, received in our office on February 14, 2006, relative to her failure to receive a promotion to the Transportation Supervisor I classification. The Commission is responsible for hearing appeals based on disciplinary suspensions of more than three days, demotions, and discharges. The Commission does not have jurisdiction over any of the issues she raised in her appeal.

Therefore, the Commission dismissed Ms. Calliccoat’s appeal without a hearing.

Review of the appeal of Valerie Meek regarding her written reprimand and three-day suspension from the position of Intervention Aide with the Columbus Public Schools – Appeal No. 06-BA-0006.

The Commissioners reviewed Ms. Meek’s appeal which was received in our office on February 14, 2006. The basis of her appeal was a three day suspension and a written reprimand she received based on a charge of insubordination.

Ohio Revised Code 124.34(B) states in its pertinent part,
In case of a reduction, suspension of more than three working days, fine in excess of three days' pay, or removal ... the appointing authority shall serve the employee with a copy of the order of reduction, fine, suspension, or removal, which order shall state the reasons for the action... Within ten days following the date on which the order is served... the employee, except as otherwise provided in this section, may file an appeal of the order in writing with the state personnel board of review or the commission. (Emphasis added)

Ms. Meek received a three day suspension and a written reprimand. Pursuant to the Ohio Revised Code, she is not entitled to an appeal before the Civil Service Commission, and the Commission has no jurisdiction to hear her appeal. Therefore, the Commission dismissed Ms. Meek’s appeal without a hearing.

Applicants Removed Post Exam		
Name of Applicant	Position applied for	BAR #
Trina Walls	Police Communications Technician	06-BR-002
Donald Furbee	Police Communications Technician	06-BR-003
Anthony Stewart	Police Communications Technician	06-BR-004
Erin Cyrus	Police Communications Technician	06-BR-005
Theresa Williams	Police Communications Technician	06-BR-006

After reviewing the files of Trina Walls, Donald Furbee, Anthony Stewart, and Erin Cyrus, the Commissioners decided their names would be reinstated to the Police Communications Technician eligible list.

After reviewing Theresa Williams’ file, the Commissioners decided her name would not be reinstated to the Police Communications Technician eligible list.

* * *

The Commissioners adjourned their regular meeting at 12:50 p.m.

* * *